

STATE  
OF  
GEORGIAApplication for  
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISIONPAGE  
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1. Application Date	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed					
2. Agency Application No.			NOV 15 1972      311      NOV 21 1972					
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning & Programming-Research & Dev. Bur. No. 2 Capitol Square - Room 360 Atlanta, Georgia			4. Person to Contact Bud Alexander					
			5. Working Title Chief. Phy. Research	6. Tel. No. Br. 656-5340				
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.								
8. Earliest & Latest Dates of Series 1950 - To Date		9. Exact Series Title Research Project File						
10. What is the function of the office in which this record series is created? The function of the office in which this record series is created is to plan, organize and direct the department's research and development program so as to advance knowledge concerning the nature and operation of the various operations of the Department, and to develop, evaluate and implement those practices, methods, designs, materials, products and equipment which show promise of being of an improved nature. Serve as a central agency within the Department for coordinating and handling research related matters with the Federal Highway Administration, Highway Research Board, institutions of higher learning, consultants and other appropriate public and private agencies.								
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). The record series consists of several folders. The series may include but is not limited to the following: correspondence; preliminary study; contracts with consultants; quarterly progress reports; interim progress reports; financial statements (monthly and/or quarterly expense statements); pre-award audit review; final project report; and implementation study. These research projects are not directly related to the construction project files. Research projects cover a wide variety of subjects. For example, a project is underway to study the State Highway Laws; another project deals with the development of a state-wide traffic model. (For a current listing of all research projects see attached list). Projects are approved by the Department's R & D Committee and the Director and are conducted in cooperation with the FHWA. Each project is assigned a research project number. The records are filed by research project numbers.  ATTACH SAMPLES OF THE FILE								
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers		20	30	FLOOR SPACE OCCUPIED (Square Feet)	2      3			
Legal-size File Drawers		4	8		In Office(s)      In Storage Area(s) 35			
				AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
					20	20	15	5

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain.  
See attached page for explanation of yes answers.

- |   |                                     |                                     |
|---|-------------------------------------|-------------------------------------|
|   | YES                                 | NO                                  |
| 13. Is this the Record Copy of the series?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 14. Is there a duplication of this series in another office or agency?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 16. Does the series contain classified information requiring security handling?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 18. Could the function be performed if the files were lost or destroyed?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 21. Does the record series contain documentation produced as EDP printout?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

24. **REQUIREMENTS.** The following requires the files to be kept 10 years:

a. <input type="checkbox"/> STATE LAW	b. <input type="checkbox"/> STATUTE OF LIMITATION	c. <input type="checkbox"/> AUDIT PERIOD	d. <input type="checkbox"/> FEDERAL LAW	e. <input checked="" type="checkbox"/> ADMINISTRATIVE DECISION	f. <input type="checkbox"/> HISTORICAL VALUE
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(Cite Law, Statute, or other reason for the retention requirement)

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER Project termination date, then:

25. Cut off upon termination of project; Hold 5 years in current files area, then;
- a. Retire interim progress report and final project <sup>Report</sup> to State Archives
- b. Transfer remainder of file to State Records Center, hold 5 years; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

See Attached Page.

Records Management Officer (Signature) <i>Mel Bradford</i>		Date <i>11/3/72</i>	OTHER REQUIRED SIGNATURES		DATE
26. Recommendations in paragraph 25 are:  <div style="border: 1px solid black; padding: 2px; display: inline-block;">STATE RECORDS COMMITTEE</div>	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>[Signature]</i>		<i>11/3/72</i>
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>William M. Dign</i>		<i>11-16-72</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>Carroll Hart</i>		<i>11-14-72</i>
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>Robert K. Hall</i>		<i>11-16-72</i>